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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Administrative Services

DATE: 10 August 1951

FROM : Chief, Bldg. Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of July, 1951.

## Volume:

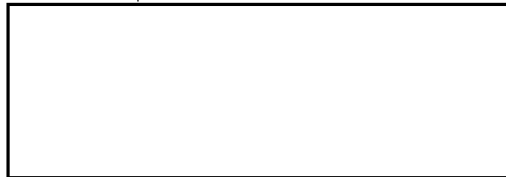
A. 1.	Requests for services on hand prior to July 1	53
2.	Requests on hand two months old or older	3
3.	Requests for services on hand 31 July	50
B.	Requests for services received in writing during July	250 ✓
C.	Telephone calls received during July	2025
D. 1.	Orders submitted to GSA charged to quarterly encumbrance.	191
	July allotment of quarterly encumbrance for alterations and renovations to cover July, August and September -- \$16,416.00 ✓	
2.	Special orders submitted to GSA not charged to quarterly encumbrance	14
	a. Renovations (6605)      \$74,200.00	
	b. Renovations (Other)      665.00	
	\$74,865.00	
3.	Quarterly orders submitted to GSA      \$750.00	1
4.	Orders submitted to GSA nonreimbursable (written and verbal)	625
5.	Routine inter-office memorandums and inter-agency letters.	56
E. 1.	Space moves during July	21
2.	Total personnel moved	431
3.	Equipment moves	44
4.	Man hours worked by GSA	4176
5.	Estimated cost	\$6,129.60
	July allotment of quarterly encumbrance for Laborers and Trucks	\$5,333.00
F.	Protective Service (GSA Guard Posts)	
1.	Reimbursable Posts	146
2.	Non-reimbursable Posts	34
	July allotment of quarterly encumbrance	\$51,116.00

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G. Monies paid to GSA during the month of July for  
services rendered during the month of April.

1. GSA Guards	\$46,409.80
2. GSA Laborers and Trucks	5,901.00
3. Alterations & Installations	151,232.94 ✓
4. National Security Counsel	34.84
5. Elevator Service	72.96
6. Hot Plates	18.28
7. Fireman-Laborers	1,003.17
8. Storage	29.00
	<u>\$204,701.99</u>

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Attachment